



# Michigan Treasury Online (MTO) Optimization

## Learning Series 6: Fast File Now

***NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.***

January 2016

Customer Friendly







Simplified Process

### What's New in MTO?

- “Fast File Now” functionality

***Learning Series 6 edition on the “Fast File Now” functionality.***

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:


Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## **“Fast File Now” Functionality:**

**“Fast File Now” Information** – A business relationship is not established therefore shared secret questions are not answered and an access code is not received when a user elects to use “Fast File Now”. “Fast File Now” is a guest access where no business relationship is established.

With “Fast File Now”, there are limited capabilities; the user has the ability to:

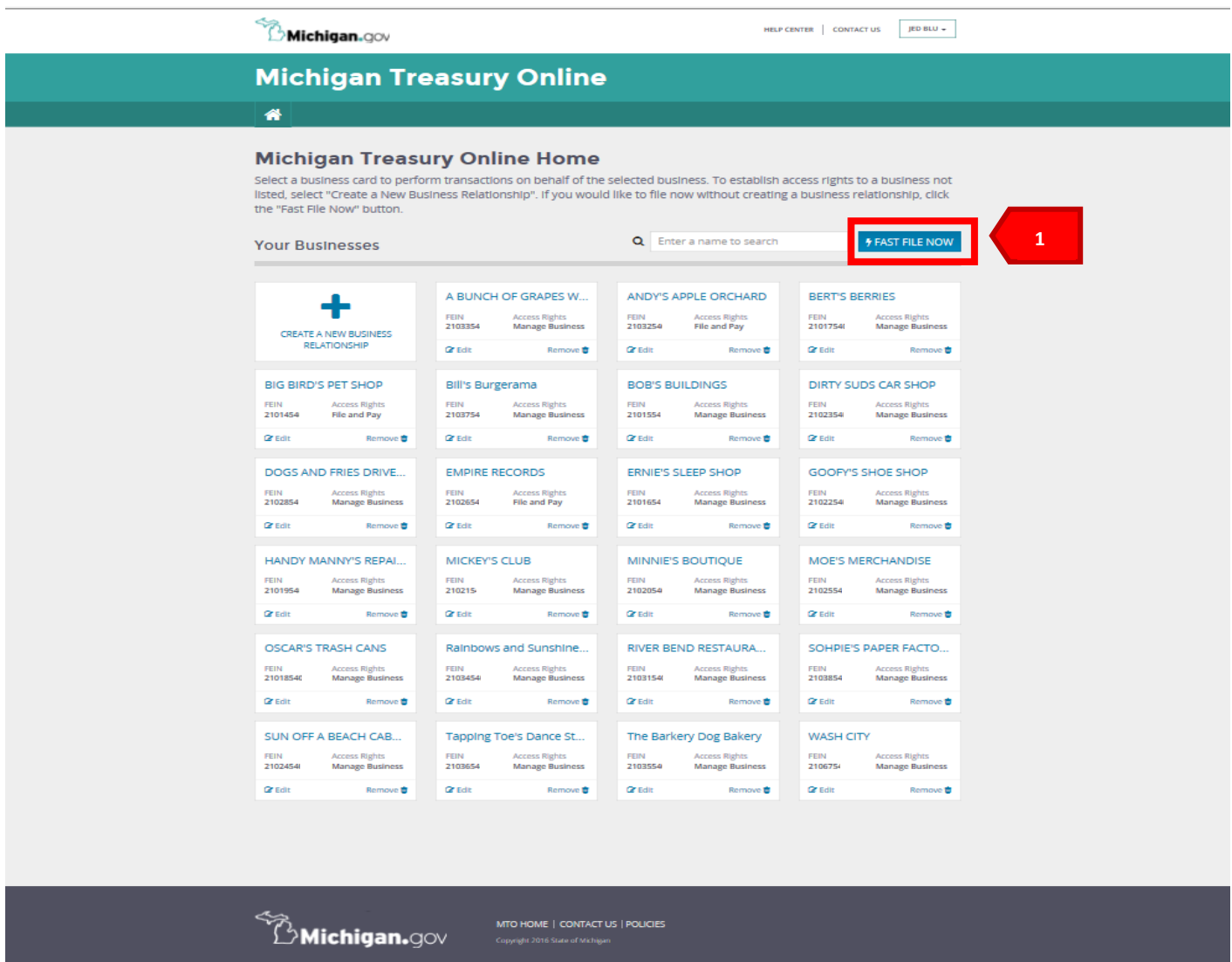
1. File and Pay a Sales, Use and Withholding (SUW) tax return
2. Make a payment for the SUW tax return filed

 When a user selects “Fast File Now,” they are restricted to simply filing and paying a SUW tax return. The user is not able to amend, view or print SUW tax returns.

## **How to Use “Fast File Now”:**

The “Fast File Now” functionality is available to a user on their MTO home page.

1. You will select the “Fast File Now” button to begin filing and paying a SUW tax return for a specific business.



**Michigan Treasury Online**

**Michigan Treasury Online Home**

Select a business card to perform transactions on behalf of the selected business. To establish access rights to a business not listed, select "Create a New Business Relationship". If you would like to file now without creating a business relationship, click the "Fast File Now" button.

Your Businesses

Enter a name to search

**FAST FILE NOW**

1

Business Name	FEIN	Access Rights
CREATE A NEW BUSINESS RELATIONSHIP		
A BUNCH OF GRAPES W...	FEIN 2103354	Access Rights: Manage Business
ANDY'S APPLE ORCHARD	FEIN 2103254	Access Rights: File and Pay
BERT'S BERRIES	FEIN 2101754	Access Rights: Manage Business
BIG BIRD'S PET SHOP	FEIN 2101454	Access Rights: File and Pay
Bill's Burgerama	FEIN 2103754	Access Rights: Manage Business
BOB'S BUILDINGS	FEIN 2101554	Access Rights: Manage Business
DIRTY SUDS CAR SHOP	FEIN 2102354	Access Rights: Manage Business
DOGS AND FRIES DRIVE...	FEIN 2102854	Access Rights: Manage Business
EMPIRE RECORDS	FEIN 2102654	Access Rights: File and Pay
ERNIE'S SLEEP SHOP	FEIN 2101654	Access Rights: Manage Business
GOOPY'S SHOE SHOP	FEIN 2102254	Access Rights: Manage Business
HANDY MANNY'S REPAI...	FEIN 2101954	Access Rights: Manage Business
MICKEY'S CLUB	FEIN 210215	Access Rights: Manage Business
MINNIE'S BOUTIQUE	FEIN 2102054	Access Rights: Manage Business
MOE'S MERCHANDISE	FEIN 2102554	Access Rights: Manage Business
OSCAR'S TRASH CANS	FEIN 2101854	Access Rights: Manage Business
Rainbows and Sunshine...	FEIN 2103454	Access Rights: Manage Business
RIVER BEND RESTAURA...	FEIN 2103154	Access Rights: Manage Business
SOHPIE'S PAPER FACTO...	FEIN 2103854	Access Rights: Manage Business
SUN OFF A BEACH CAB...	FEIN 2102454	Access Rights: Manage Business
Tapping Toe's Dance St...	FEIN 2103654	Access Rights: Manage Business
The Barkery Dog Bakery	FEIN 2103554	Access Rights: Manage Business
WASH CITY	FEIN 2106754	Access Rights: Manage Business

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2. On the next screen, enter the FEIN or Treasury Number (TR number) of the business you wish to file a SUW tax return on behalf of.

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## Michigan Treasury Online

### Verify Business Relationship

Fill in all of the information below to verify a business relationship.

#### Basic Business Details

\* Required

**Warning**  
Fast File is intended as a means to quickly file and pay a return. Returns entered through Fast File will be saved to the taxpayer's account, however, they will not be visible to you unless you have established a relationship with that business. This also means that you are unable to amend fast filed returns without an established relationship.

\* FEIN or Treasury Number (TR)  
21-03354  
[I don't have an FEIN](#)

NEXT CANCEL

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3. Using each drop-down menu on the page, select the return type (monthly/quarterly or annual), the month and the year of the return you are filing, then select "Next".

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## Michigan Treasury Online

MICKEY'S CLUB

### Filing Information

Fill in all of the information below to choose your filing.

#### Return Details

\* Required

\* Return Type  
Monthly/Quarterly

\* Month  
January

\* Year  
2016

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4. Select the taxes you wish to file and select "Continue."

**Select Which Taxes to File**

Choose Tax Types (Check All That Apply)

☒ Sales Tax

☒ Use Tax

☒ Withholding Tax

CANCEL CONTINUE

**Warning**

If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by the Department, for failure to file or pay a tax.

Click here for instructions to complete the electronic filing of this form using MTO.

**Sales Tax**

1. Gross sales	\$	
2. Sales Tax Due	\$	
3. Total Prepaid Tax	\$	
Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule	\$	
Fuel Retailer Supplemental Schedule	\$	
Vehicle Dealer Supplemental Schedule	\$	
4. Remaining Sales Eligible for Discount	\$	
5. Total of Allowable Discounts Calculate Discount	\$	
6. Total Sales Tax Due	\$	

**Use Tax**

1. Gross Use	\$	
2. Total Use Tax	\$	
4. Total of Allowable Discounts Calculate Discount	\$	
5. Total Use Tax Due	\$	

**Use Tax on Items Purchased for Business or Personal Use**

1. Total Purchases and Withdrawals	\$	
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5. Complete the applicable fields on the SUW tax return you have selected to file. Check the "I declare under penalty of perjury that this return is true..." statement and select "Submit."

**Michigan Treasury Online**

**2016 Sales, Use and Withholding Taxes Monthly/Quarterly Return**

**Selected Taxes**

\* Required

Check the box(es) for the taxes you are filing today. By checking a box you are specifying the tax you are filing and you will only be presented with information for that tax.

☒ Sales Tax ☒ Use Tax ☒ Withholding Tax

**Warning**

If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by the Department, for failure to file or pay a tax.

Click here for instructions to complete the electronic filing of this form using MTO.

**Sales Tax**

1. Gross sales	\$	100,000.00
2. Sales Tax Due	\$	6,000.00
3. Total Prepaid Tax	\$	
Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule	\$	
Fuel Retailer Supplemental Schedule	\$	
Vehicle Dealer Supplemental Schedule	\$	
4. Remaining Sales Eligible for Discount	\$	6,000.00
5. Total of Allowable Discounts Calculate Discount	\$	
6. Total Sales Tax Due	\$	6,000.00

**Use Tax**

1. Gross Use	\$	
2. Total Use Tax	\$	
4. Total of Allowable Discounts Calculate Discount	\$	
5. Total Use Tax Due	\$	

### Use Tax

1. Gross Use ⓘ	\$ 5,000.00
2. Total Use Tax ⓘ	\$ 300.00
4. Total of Allowable Discounts <a href="#">Calculate Discount</a>	\$
5. Total Use Tax Due	\$ 300.00

### Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withdrawals ⓘ	\$ 1,000.00
2. Use Liability	\$ 60.00

### Withholding Tax

1. Total Amount of Michigan Income Tax Withheld ⓘ	\$ 1,000.00
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### Summary

1. Amount of Sales, Use and Withholding Tax Due	\$ 7,360.00
2. Total Prior Payment ⓘ	\$
3. Amount of Tax Due	\$ 7,360.00
4. Penalty Paid With This Return <a href="#">Calculate Penalty</a> ⓘ	\$
5. Interest Paid With This Return <a href="#">Calculate Interest</a> ⓘ	\$
6. Payment Due	\$ 7,360.00

☒ ⓘ I declare under penalty of perjury that this return is true and complete to the best of my knowledge.

SUBMIT

CANCEL ✕

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6. Select "File" in the "Final Check-Is Everything Correct?" box.

### Use Tax

1. Gross Use ⓘ	\$ 5,000.00
2. Total Use Tax ⓘ	\$ 300.00
4. Total of Allowable Discounts	\$
5. Total Use Tax Due	\$ 300.00

### Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withdrawals	\$ 1,000.00
2. Use Liability	\$ 60.00

### Withholding Tax

1. Total Amount of Michigan Income Tax Withheld ⓘ	\$ 1,000.00
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### Summary

#### Final Check - Is Everything Correct?

You are about to Save and File this tax return.

Make sure that all fields have been filled out correctly. Once this is successfully submitted, you will be able to see this filed return on the "Amend and Pay Processed Returns" page. In order to go back to make any changes or view one last time click "Cancel".

Allow 48 hours for returns made with payment to display and up to seven days, if received without payment, to allow time for the payment to be received separately.

CANCEL ✕

FILE

7. You will receive a confirmation number indicating your return has been filed. Select “Continue” to move forward to make a payment.

The screenshot shows a 'Tax Return Complete' modal window with a green 'Success' header. The text inside reads: 'Thank you for your submission. Your confirmation number is 300000022744.' Below the text is an orange 'CONTINUE' button. A red arrow with the number '7' points to this button. In the background, a 'Use Tax' summary table is visible with the following data:

Use Tax	
1. Gross Use	\$ 5,000.00
2. Total Use Tax	\$ 300.00
4. Total of Allowable Discounts	\$
5. Total Use Tax Due	\$

Below the table, there is a section titled 'Use Tax on Items Purchased for Business or Personal Use'.

- ⚠ **Note:** The tax return confirmation number will also be emailed to the email listed in your user profile.

8. Confirm the payment amounts listed for each tax in the “Would you like to make a payment?” box. If the payment amounts by tax are correct, select “Pay.”

If the payment amounts are incorrect due to a credit resulting from prepaid sales tax, select the “Redistribute Payment/Make Partial Payment” checkbox and enter the payment amounts you wish to pay by tax.

The screenshot shows a 'Would you like to make a payment?' modal window. It contains the following text: 'Displayed are the amounts due based on your return. Any credit resulting from prepaid sales tax will not be reflected in your total payment due. Select the “Redistribute Payment/Make a Partial Payment” checkbox to manually enter the total payment due after you have subtracted any credit resulting from prepaid sales tax.'

Below this text is a 'Payment Due' section with a table of payment amounts:

Payment Due	
Sales Payment	\$ 6,000.00
Use (Sales/Rentals) Payment	\$ 300.00
Use Purchases Payment	\$ 60.00
Withholding Payment	\$ 1,000.00
Penalty Payment	\$
Interest Payment	\$
Total Payment	\$ 7,360.00

Below the table is a checkbox labeled 'Redistribute Payment/Make a Partial Payment'. At the bottom of the modal are 'CANCEL' and 'PAY' buttons. A red arrow with the number '8' points to the 'PAY' button. In the background, a 'Use Tax' summary table is visible with the following data:

Use Tax	
1. Gross Use	\$ 5,000.00
2. Total Use Tax	\$ 300.00
4. Total of Allowable Discounts	\$
5. Total Use Tax Due	\$

Below the table, there is a section titled 'Use Tax on Items Purchased for Business or Personal Use'.

Below the modal, there is a 'Withholding Tax' section with a table of payment amounts:

Withholding Tax	
1. Total Amount of Michigan Income Tax	\$ 1,000.00

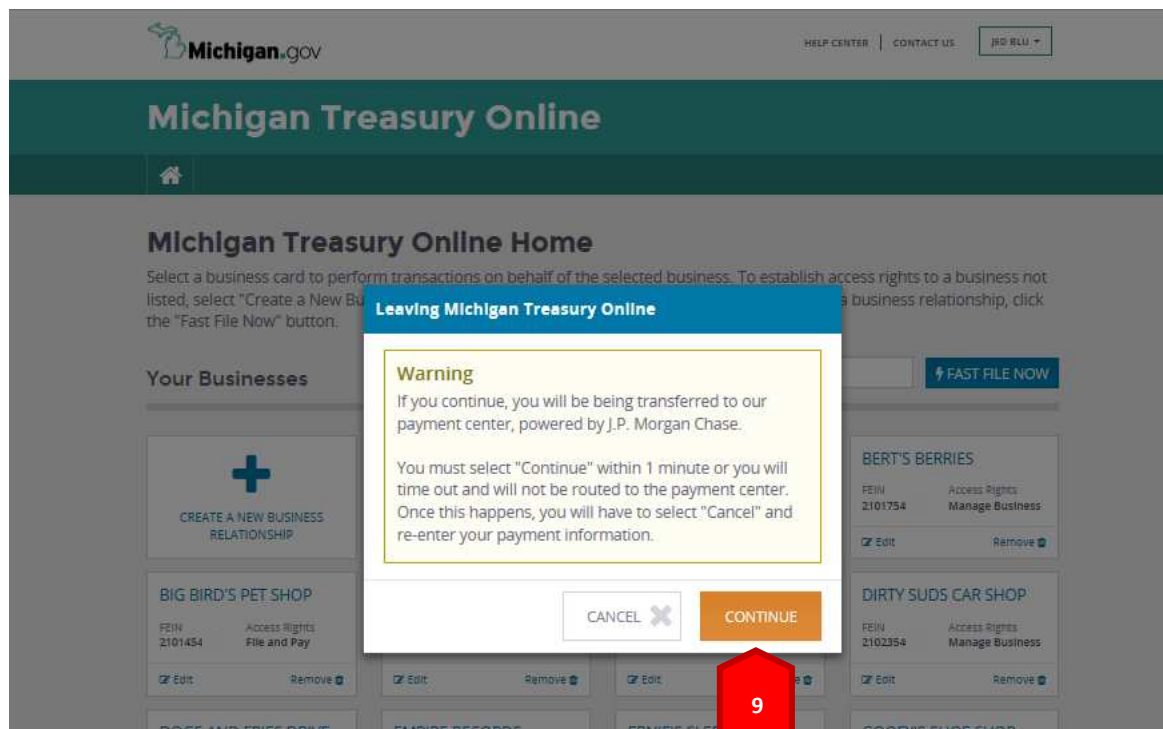
Below the table, there is a 'Summary' section with a table of payment amounts:

Summary	
1. Amount of Sales, Use and Withholding Tax	\$ 7,360.00
2. Total Prior Payment	\$
3. Amount of Tax Due	\$ 7,360.00
4. Penalty Paid With This Return	\$
5. Interest Paid With This Return	\$
6. Payment Due	\$ 7,360.00

At the bottom of the page, there is a declaration checkbox: 'I declare under penalty of perjury that this return is true and complete to the best of my knowledge.' Below this are 'SUBMIT' and 'CANCEL' buttons.

The footer of the page contains the Michigan.gov logo and the text: 'MTO HOME | CONTACT US | POLICIES Copyright 2016, State of Michigan'.

9. Select "Continue" on the "Leaving Michigan Treasury Online" box



10. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select "Continue."

The screenshot shows the payment page titled "THIS IS A TEST SITE" with the subtext "Transactions will NOT be processed." The page is powered by J.P. Morgan Chase. The main heading is "Make a Payment - Sales, Use, Withholding Taxes". Below this, there is a section for "Bold fields with \* are required." and a paragraph explaining the payment process. The "PAYMENT DETAILS" section shows a "Payment Amount\*" of \$7,360.00 and a "Payment Date\*" of 01/05/2016. The "PAYMENT METHOD" section shows "New Account\*" with "eCheck" selected. The "ECHECK ACCOUNT INFORMATION" section includes fields for "Bank Routing Number\*", "Bank Account Number\*", "Re-enter Bank Account Number\*", "Bank Account Type\*" (Checking selected), "Bank Account Category\*" (Business selected), and "Bank Account Nickname". A red arrow points to the "Continue" button, with the number "10" inside it. The footer includes the release date "Release 13\_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A." and a link to "Browser Requirements".



11. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the “*I accept the Terms and Conditions*” checkbox and “*Confirm*.”

**Michigan**  
Powered by J.P. Morgan Chase Bank

**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

**Verify Payment – Sales, Use, Withholding Taxes**

**Bold fields with \* are required.**

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

**Your Payment Detail**

Payment Amount: \$7,360.00  
Scheduled Payment Date: Jan-05-2016  
Amount Due: \$7,360.00

**Your Account Detail**

Bank Routing Number: 02111  
Bank Account Number: XXXXXXXXXXXXX6789  
Bank Account Type: Checking  
Bank Account Category: Business

E-mail Address\*: j1234blu@yahoo.com

Send me an email confirmation: ☒

Enter Last four digits of the FEIN or TR Number\*: \*\*\*\*

**Terms And Conditions**

**PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION**

By clicking “I Accept”, I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.

In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

**PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS**

I accept the Terms and Conditions\*: ☒

**11** [Confirm](#) [Cancel](#)

Release 13\_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

12. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click “*Continue to the Main Menu*.”

**Michigan**  
Powered by J.P. Morgan Chase Bank


**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

**Payment Confirmation – Sales, Use, Withholding Taxes**

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.

To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records. 

Confirmation Number: XF48US000002339  
Confirmation Date (ET): Jan-04-2016 04:51:10 PM


**Your Payment Detail**

Payment Amount: \$7,360.00  
Scheduled Payment Date: Jan-05-2016  
Amount Due: \$7,360.00

**Your Account Detail**

Bank Routing Number: 02111  
Bank Account Number: XXXXXXXXXXXXX6789  
Bank Account Type: Checking  
Bank Account Category: Business

E-mail Address \*: j1234blu@yahoo.com

Please keep a record of your Confirmation Number, or [print](#) this page for your records. 

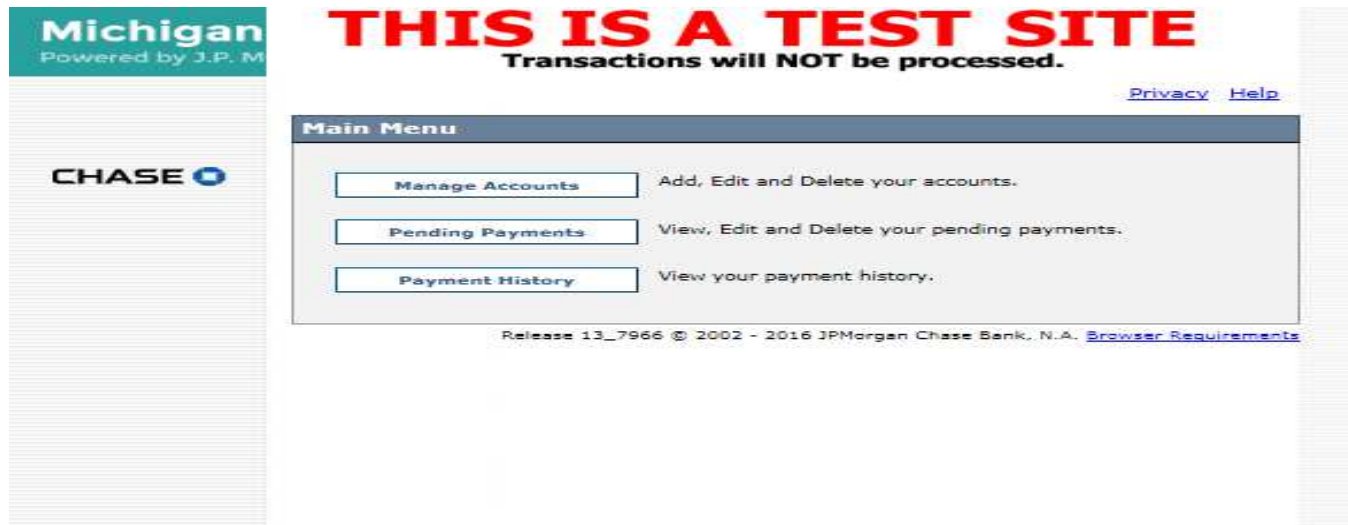
**12** [Continue to Main Menu](#)

Release 13\_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

Select the printer button to print a copy of this page



You have now been routed to the pay site main menu. On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view previous payment history.



To return to MTO, close the pay site by selecting the "X" at the top of the page.



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).